



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #04-24

Grade: Band I FLSA: Exempt
Salary: \$24,075 - \$81, 778 Per Annum
(Locality Pay Authorized)
Position: Multiple in Various Locations
Relocation Expenses Will Not Be Paid
Open: 05/27/04 Close: Open Until Filled
*Career Ladder to GS-12 equivalent with
promotion potential to GS-13 equivalent
at management's discretion

Auditor

The Office of Inspector General United States Postal Service is seeking highly qualified applicants to fill our Auditor positions located in Arlington, VA; Boston, MA; Denver, CO; Los Angeles, CA; and Pittsburgh, PA. Duties consist of performing audits and reviews of Postal Service operations. The OIG conducts audits and investigations to prevent and detect fraud, waste, abuse and mismanagement affecting the Postal Service.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in accounting or in a business-related field that included or was supplemented by 24 semester hours in accounting; OR
- At least 4 years of experience in accounting and one of the following educational requirements: 24 hours of accounting courses; a Certified Public Accountant or Certified Internal Auditor certification; or completion of the requirements for a degree that included substantial course work in accounting or auditing.

DESIRABLE QUALIFICATIONS

- Professional certification by examination
- Postal Service work experience

EVALUATION FACTORS

- Knowledge of analytical and evaluative processes for conducting audits, evaluations, reviews, surveys, or other analytical processes
- Skill in analyzing various information/problems and presenting findings and recommendations
- Ability to communicate, both orally and in writing
- Ability to work in teams, whether as a team member or leader, to accomplish project objectives and goals

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and a background investigation
- May require up to 50 percent travel

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative that describes specific experience (knowledge, skills, and abilities) for each Evaluation Factor (limited to one page per factor)



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #04-24

Auditor

NOTE

- OPEN TO ALL SOURCES IN LOCAL COMMUTING AREA
- U.S. CITIZENSHIP REQUIRED
- APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS:
Application_submission@uspsoug.gov OR
FAXED TO: (703) 248-7957
- MUST BE RECEIVED BY MIDNIGHT ON THE CLOSING DATE OF THE ANNOUNCEMENT
- APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED
- APPLICATIONS ARE BEING SOLICITED TO FILL CURRENT AND/OR FUTURE VACANCIES AND WILL BE REVIEWED EVERY 30 DAYS.

Applicants must meet all eligibility requirements by the closing date of the announcement. **ALL SUBMISSIONS MUST INCLUDE THE VACANCY ANNOUNCEMENT NUMBER.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

LOCATIONS

Arlington, VA; Boston, MA; Denver, CO; Los Angeles, CA; and Pittsburgh, PA

***PLEASE SPECIFY THE LOCATION(S) UNDER WHICH YOU WOULD LIKE TO BE CONSIDERED.**

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoug.gov

AN EQUAL OPPORTUNITY EMPLOYER